

JOB DESCRIPTION

TITLE Business Partner	NAME
CLASSIFICATION 16	PROGRAM, FUNCTION, AREA, ETC. Internal Controls and Risk
	DEPARTMENT Corporate Services

REPORTS TO (POSITION): EVP Corporate Services and CFO

PURPOSE:

Reporting to the CFO, the Business Partner Internal Controls and Risk is responsible for developing, implementing, and maintaining a robust internal control framework and risk management strategy. This role collaborates with departments to ensure compliance with regulatory requirements, enhance operational efficiency, and mitigate risks.

RESPONSIBILITIES and ACTIVITIES:

INTERNAL CONTROLS

- Responsible for the maintenance and execution of the Internal Controls Program and Fraud Risk Management Program.
- Recommend internal controls to ensure compliance with regulatory standards and organizational objectives.
- Conduct regular assessments of internal controls to identify weaknesses and recommend improvements.
- Collaborate with departments to design and implement effective internal control measures.
- Ensure the Fraud Risk Management Program Workplan is completed for each three-year cycle.
- Review process maps to ensure proper internal controls are in place.

ENTERPRISE RISK MANAGEMENT

- Responsible for the maintenance and execution of the Enterprise Risk Management Framework.
- Identify, assess, and prioritize risks across the organization.
- Develop and implement risk mitigation strategies and action plans.
- Responsible for the development and maintenance of Business Continuity, Crisis Management, and Emergency Response Plans and their alignment/integration with Information Systems Incident Response plans.
- Oversight of the Corporate Insurance Program to mitigate risk. Ensuring the appropriate insurance is in place to mitigate risk. Liaise with the insurance agent and external legal counsel to review coverage and confirm insurance levels are appropriate. This includes Directors and Officer's Liability, General Liability, Employment, WCB, Cyber Insurance, Crime, Errors and Omissions.

CORPORATE COMPLIANCE

- Responsible for the maintenance and execution of the Compliance Framework.
- Ensure the annual compliance workplan is executed.
- Ensure compliance with relevant laws, regulations, and industry standards.
- Conduct regular reviews to ensure organizational compliance.
- Provide guidance and training to department leaders on compliance best practices.

ESG REPORTING AND STRATEGY

- Develop and implement the organization's ESG strategy in alignment with corporate goals and regulatory requirements.
- Identify key ESG issues and opportunities that impact the organization and its interested parties and create an ESG Action Plan.
- Prepare and publish comprehensive ESG reports in accordance with recognized standards and frameworks.
- Provide training and resources to employees on ESG policies, practices, and reporting requirements.
- Foster a culture of sustainability and social responsibility within the organization.
- Stay informed about emerging ESG trends, regulations, and best practices.
- Continuously improve ESG reporting processes and strategies to enhance transparency and performance.

LEADERSHIP

- Support the CFO with advice to the Board regarding the business and affairs of the CPA Western School of Business and attend and report to the Audit Committee and the Board as required or as directed by the CFO, in fulfilling the governance obligations and requirements established by the Board.
- Attend Directors Working Group (DWG) meetings when requested to present on internal control finding and to collaborate on improvements. Present internal control findings to the Senior Executive Team with recommended remediation.
- Monitor evolving external risks that may negatively impact or create opportunities to the long-term strategic priorities of the organization. Discuss strategic risk with the Senior Executive Team, including risk tolerance, velocity, and mitigation strategies.
- Stay informed about industry trends to drive continuous improvement.
- Proactively engage departmental directors (DWG) in identifying solutions that will help to achieve their departmental goals and enhance operations.
- Train employees about the importance of internal controls and the role of internal controls is achieving the strategic priorities of the organization.

PRIVACY

- Conduct an annual review of the personal information being collected, the reasons for such collection, assessing whether the type of personal information being collected is necessary and the minimum amount required for the identified purpose(s), and reviewing who has access to personal information.

- Ensure privacy measures are integrated into team operational activities in accordance with the School's Privacy Policy, ensuring team compliance with the School's information management policies and practices, and coordinating with the School's privacy officer as needed.

KNOWLEDGE and EXPERIENCE:

- A minimum of five years of experience in an internal controls position that designed or implemented an internal controls program.
- Experience in risk management and compliance preferred.
- Experience in ESG reporting is considered an asset.
- Experience presenting to and working directly with senior leadership and audit committees is considered an asset.
- Chartered Professional Accounting (CPA) Designation is required.
- Certified Internal Auditor (CIA) Designation is required.
- Certified Risk Management (CRM) Designation or equivalent is considered an asset.

SKILLS and ABILITIES:

- Strong analytical and problem-solving skills.
- Strong presentation skills and the ability to provide training to groups of individuals online or in-person.
- Ability to work collaboratively with cross-functional teams.
- Demonstrated ability to think strategically and critically, using relevant information and applying it in the context of long-range planning and foresight.
- Demonstrated ability to maintain professional relationships with both internal and external groups.
- The ability to communicate effectively in English, both verbally and in writing, is essential for this role. We value multilingual skills and encourage applicants who can bring diverse linguistic perspectives to our team.

SIGNATURES: The signatures below indicate that the incumbent and supervisor have read, discussed, and agreed that the information accurately reflects the work assigned.

INCUMBENT SIGNATURE: I certify that I have read and understood the responsibilities assigned to this position.

Click here to enter text.		Click here to enter text.
Name	Signature	Date

SUPERVISOR SIGNATURE: I certify that this job description is an accurate reflection of the responsibilities assigned to this position.

Click here to enter text.		Click here to enter text.
Name	Signature	Date